



**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**

**MINUTES OF THE FULL COUNCIL MEETING**

Held in St Martins Church Hall, St Martins Road, East Looe  
Telephone: 01503 262255

**On Monday 9<sup>th</sup> June 2022 at 6.00pm**

**REPORT TO COUNCIL**

**PRESENT:** Cllr Edwina Hannaford – Mayor (EH)  
Cllr Tony Smith - Deputy Mayor (TS)  
Cllr Simon Barker (SB)  
Cllr Wayne Edwards (WE)  
Cllr Jon Holmes (JH)  
Cllr Leo Leong (LL)  
Cllr James Lundy (JL)  
Cllr Stephen Remington (SR)  
Cllr Armand Toms (AT)

**IN ATTENDANCE:** Brendan Coulton - Town Clerk (BC)  
Fiona Wilkes-Jones - Responsible Financial Officer (RFO)

**Members of the public**

Paul Penhaligan  
Barney Baron  
Kim Spencer

		<b>ACTIONS</b>
	<b>Welcome:</b> The Mayor, Cllr Edwina Hannaford welcomed everyone to the meeting and read a statement of thanks for the efforts of the town during HM the Queens Platinum Jubilee celebrations	BC - statement to be published on LTC website
<b>1.</b>	<b>Apologies</b> Apologies were received and accepted from Cllr Gregory, Cllr Powell, Cllr Truan and Cllr Wilde	EH - discuss possible extension for Cllr Truan

2.	<p><b>Declarations of Interest</b> Declarations of Interest were received from the following:</p> <p>Cllr Barker            Looe Live                                  Looe Environmental Group</p> <p>Cllr Hannaford        Cornwall Council Cllr Holmes            Looe Allotment Society Cllr Toms                Cornwall Council                                  Looe Harbour Commission                                  Looe Development Trust</p>	
3.	<p><b>Questions from Members of the Public</b></p> <p>No questions were presented</p>	
4.	<p><b>To Approve the Minutes of the Previous Meeting held on 4<sup>th</sup> April 2022</b></p> <p>After a discussion with regard to Minute no. 159 regarding NDP and planning, it was <b>resolved</b> to approve the minutes of the meeting held on 4<sup>th</sup> April 2022. Proposed by Cllr Hannaford, Seconded by Cllr Smith, Carried 8/1 abstention.</p>	
5.	<p><b>To Resolve to approve the minutes of the Annual Meeting of Looe Town Council on 24<sup>th</sup> May 2022.</b></p> <p>Cllr Hannaford acknowledged her oversight of Item 10 on the agenda for the Annual meeting and it was agreed that acceptance of the Deputy Mayors Consort (Hilary) would be formally arranged at a future meeting.</p> <p>It was <b>resolved</b> to approve the minutes of the Annual Meeting held on 24<sup>th</sup> May 2022. Proposed by Cllr Lundy, Seconded by Cllr Barker. All in Favour.</p>	TS to arrange
6.	<p><b>To Receive Presentation from Kim Spencer regarding potential youth provisions</b></p> <p>Kim Spencer gave a presentation on behalf of Looe Development Trust about <b>“A wheeled Sports Facility for Looe”</b> and questions were taken and answered.</p> <p>It was noted that Looe Development Trust will continue to lead the project including meetings, fundraising, volunteers, etc until the build is complete. Cllr Hannaford proposed that a LTC representative be sought to be active on the committee.</p> <p>It was <b>resolved</b> to support all the points in the proposal, as listed below:</p> <ul style="list-style-type: none"> <li>• To agree to add the proposed Millpool site to the devolution ask,</li> </ul>	

	<p>own the site but day to day management will rest with the new group headed by Boundless Trust;</p> <ul style="list-style-type: none"> <li>• To agree to work collaboratively with Looe Development Trust and Boundless Trust to deliver this provision;</li> <li>• To agree to submit and pay for the planning application with Looe Development Trust paying for the noise survey;</li> <li>• To agree to insure the site, once built, and to pay for the annual safety inspection (circa £200).</li> </ul> <p>Proposed by Cllr Barker, Seconded by Cllr Remington. All in favour.</p>	
7.	<p><b>To Receive Questions on report from Town Clerk</b></p> <p>It was noted that Town Team had not been included on the agenda for this meeting.</p> <p>A request was made for Staffing Committee to discuss key points raised in exit interview with previous Town Clerk</p>	<p>BC - Town Team to be added to Full Council agenda</p> <p>BC - to place on next Staffing Committee agenda</p>
8.	<p><b>To Resolve to approve the AGAR statement.</b></p> <p>Cllr Barker gave an overview of the AGAR and the auditing process, the purpose of which was to ensure proper policies and controls were in place and applied by the Finance Committee. Cllr Barker also thanked Fiona Wilkes-Jones for her ongoing hard work.</p> <p>It was <b>resolved</b> to approve the AGAR statement as presented and to give authority for the Mayor and Town Clerk to sign the statement on behalf of Looe Town Council. Proposed by Cllr Holmes, Seconded by Cllr Remington. All in favour</p>	
9.	<p><b>To Review and Resolve the quotation received for further provisions for dog bins.</b></p> <p>An overview of the situation was given by Cllr Hannaford who clarified that this proposal was in addition to the current provision paid for by BIFFA contract</p> <p>It was <b>resolved</b> to accept the quotation of the dog bin which is a one-off payment of £573.33 to purchase and instal the bin, plus service fee of £359.97 making a total of £933.30.</p> <p>Proposed by Cllr Hannaford, Seconded by Cllr Barker, Carried 8 votes for/1 abstention.</p>	

<p><b>10.</b></p>	<p><b>To discuss correspondence received:</b></p> <p><b>A)</b> The issue of noisy motorbikes was discussed and it was noted that this has been raised in the past when Cllrs have entered into correspondence with Devon and Cornwall Police. It was agreed to publish details of how to report incidents on social media, and Cllr Hannaford would provide information currently being used by Cornwall Council to raise public awareness.</p> <p><b>B)</b> A letter from Fowey Town Council regarding housing need was discussed and it was agreed that Cllr Hannaford would respond on behalf of Looe Town Council.</p>	<p>EH - provide Information to Town Clerk for publication on social media</p> <p>EH - respond to Fowey TC</p>
<p><b>11.</b></p>	<p><b>To discuss Virtual Climate Literacy Training.</b></p> <p>An overview of this training was provided by Cllr Hannaford and it was agreed that Cllr Barker would lead this on behalf of Looe Town Council.</p>	
<p><b>12.</b></p>	<p><b>To discuss Slides presentation by Nature Recovery Team</b></p> <p>An overview was given by Cllr Hannaford on what the NRT are trying to achieve and it was agreed that the toolkit would be downloaded for further exploration into how it can be incorporated into LTC plans</p>	
<p><b>13.</b></p>	<p><b>To discuss the potential provision of a Community Cupboard Fridge</b></p> <p>Cllr Hannaford explained that it was necessary to secure a location for the Community Fridge and possibly to re-locate the Community Cupboard to the same location. A request was made for LTC to pay for the installation of the electrical points.</p> <p>It was <b>resolved</b> to find a suitable location for the Community Fridge and Cupboard together and to pay for the installation of electrical points. Proposed by Cllr Barker, Seconded by Cllr Remington. Carried 8 votes for/1 abstention.</p>	<p>EH - nominate a lead</p> <p>BC consult Maintenance Supervisor re location</p>
<p><b>14.</b></p>	<p><b>To Resolve to approve the unreasonable behaviour policy</b></p> <p>Town Clerk and Cllr Smith had discussed prior to meeting and the item was deferred pending scrutiny by the Policy and strategy Committee</p>	<p>BC – add to agenda next Policy and Strategy Committee</p>
<p><b>15.</b></p>	<p><b>To Resolve to approve the TOIL policy</b></p> <p>The proposed policy was discussed and it was noted that:</p> <ul style="list-style-type: none"> <li>• No member of staff to be disadvantaged by hours already accumulated;</li> <li>• Management of the process and potential to compensate needed clarity;</li> </ul> <p>It was <b>resolved</b> to approve the TOIL Policy subject to review of the above points by Town Clerk and Commercial Strategy Manager. Proposed by Cllr Remington, Seconded by Cllr Smith. All in favour.</p>	<p>BC – review mgt of process with CSM</p>

<p>16.</p>	<p><b>Exclusion of members of the press and public</b>  <b>To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.</b></p> <p>Members of the Public left the meeting.  Cllr Hannaford &amp; Barker left the meeting due to declared interests</p> <p><b>A) To discuss funding request received</b></p> <p>Funding request discussed and it was agreed that clarity was required on what was being asked</p> <p><b>B) To ratify booking system for the “Visit Looe” Website</b></p> <p>Cllr Holmes provided an overview of the booking system and site progression which was followed by a general discussion between Councillors.</p> <p>Cllr Remington wanted a set review date and review by outside auditors, Cllr Holmes stated that an ongoing internal review by the Committee would be more thorough.</p> <p>Cllr Edwards stated he did not know enough about the system to give a positive vote; Cllrs were reminded by Cllr Holmes that all relevant information was available to Cllrs on file prior to the full council meeting.</p> <p>Cllr Lundy requested a recorded vote for additional transparency and there were no objections to this.</p> <p>It was <b>resolved</b> to ratify the booking system into the Visit Looe site at a cost of £4,165 and an annual charge of £630. Proposed by Cllr Holmes, Seconded by Cllr Smith, Vote carried 4 for / 2 against / 1 abstention.</p>	
<p>17.</p>	<p><b>Date of next meeting Monday 18<sup>th</sup> July 2022</b></p>	

The Meeting closed at 8pm

Signed .....

Date.....